

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series	Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD	Agency	Storage	Total	8. Archival	9. Remarks	10. 106 No.
684 - RIO GRANDE STATE CENTER										
	103		OUTPATIENT SURGERY RECORDS		AC		AC		INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)	
	112		DISCHARGE LOG		PM		PM			
	128		CENSUS REPORT-MHMR		1		1			
	129		PHYSICIANS INDEX		PM		PM			
	175		DEATH REGISTER		PM		PM			
	179		MASTER PATIENT INDEX		PM		PM			
	184		OPERATIVE INDEX		PM		PM			
	185		DISEASE INDEX		PM		PM			
	186		PATIENT LISTING		1		1			
	1345		QUALITY CONTROL RECORDS - REQUIRED FOR JOINT COMMISSION		3		3		INCLUDES EMERGENCY KIT LOG; FIRST AID CART LOG; TEMPERATURE RECORDS (REFRIGERATION EQUIPMENT)	
	1346		CYTOLOGY LOG BOOK		1		1			
	1440		ROOM ASSIGNMENT SHEETS		3		3			
	1441		MEDICAL WASTE INCINERATION LOGS		2		2			
	3373		REGISTER OF OPERATIONS (SURGICAL)		PM		PM		Vital Record. LISTING OF DAILY OPERATIONS PERFORMED; PT. NAME,#, DATE, TIME OF ANESTHESIA, OPERATION PERFORMED, DIAGNOSIS,PHYSICIAN, ANESTHESIOLOGIST	

RETENTION CODES (Field 7)

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3395	WORKING FILES-UTILIZATION AND REVIEW	FE+1	FE+1	Vital Record.
3397	UTILIZATION REVIEW FORMS (MEDICARE PATIENTS)	AC+3	AC+3	AC=END OF REVIEW. (FORMS RETAINED FOR THE PURPOSE THAT JOINT COMMISSION ACCREDITS HOSPITAL EVERY 3 YEARS)
3417	MASTER CARD INDEX FOR MEDICAL EXAMS	AC	AC	AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. CARDS TO BE RETAINED AS LONG AS THE MEDICAL RECORDS #3418
3418	OUTPATIENT CLINIC MEDICAL RECORDS	AC	AC	Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3421	OUTPATIENT X-RAYS	AC+5	AC+5	AC=DATE OF X-RAY. RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS. 42 CFR 482.26(d)(2)
3476	INVENTORIES OF STOCK BALANCES	FE+3	FE+3	
3650	MENUS	US	US	
3651	GROCERY & SUPPLY ORDER WORKSHEETS	1	1	
3653	DIABETIC MEAL PLANS	5	5	
3654	WARD PATIENT DIET LISTS	2 MO	2 MO	
3655	NOURISHMENT LIST	US	US	
3656	ADMISSION & DISCHARGE SHEETS	PM	PM	
3657	PERSONAL FOOD PREFERENCE LISTS	2	2	

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3658	DIET INSTRUCTION RECORDS	1		1		
3659	DIET CONSULTATION SHEETS	2		2		
3660	COOKS' WORKSHEETS	3 MO		3 MO		
3661	COOKS' TALLY SHEETS	AV		AV		
3662	FOOD PREFERENCE SURVEYS	US		US		
3663	RECIPES	AV		AV		
3664	MENU & NUTRITIONAL ANALYSES	3		3		
3666	COLD STORAGE INVENTORIES	US		US		
3667	PATIENT RECORDS (SURGERY)	AC		AC		Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3696	HISTORICAL VOLUNTEER SERVICE PROGRAM INFORMATION	AV		AV	R	
3708	CHARGE-OUT FILES	10		10		Vital Record. 3" X 5" CARDS
3718	BIRTH REGISTER	20		20		
3729	MEDICAL RECORDS (FORMERLY SOUTH TEXAS HEALTH CARE SYSTEM)	AC		AC		Vital Record. INCLUDES MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3734	PHYSICIAN DELINQUENT CHART LISTING	3		3		

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3745	INCOMPLETE MEDICAL RECORD FILE	AC		AC	Vital Record. INCLUDES MICROFILM. CONTAINS PATIENT'S MEDICAL RECORDS WHICH NEED PHYSICIAN'S SIGNATURES; AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE. (Health and Safety Code Title 4, §241.103)
3757	VIDEO SURVEILLANCE CAMERA MAINTENANCE INSPECTION LOG	AC+3		AC+3	AC=DATE OF LAST MAINTENANCE
3758	VIDEO SURVEILLANCE FOOTAGE REVIEW LOG	1		1	SEE RELATED RECORD #7120 SURVEILLANCE FILM.
3759	DEPARTMENT AUTOCLAVING RECORDS	AC+1		AC+1	AC=DATE OF QUALITY ASSURANCE REVIEW. SEE RELATED RECORD #3837 AUTOCLAVE CHARTS.
3784	LIBRARY CARD CATALOG (PATIENTS) (INCLUDES HEALTH SCIENCE LIBRARY)	US		US	SUBJECT, TITLE, AUTHOR, AND SHELF LIST CARDS 3" X 5" CARDS
3785	WITHDRAWN BOOKS (PATIENTS)	3		3	MAIN ENTRY OR BOOK CARD OF WITHDRAWN BOOKS, 3" X 5" CARDS
3787	INTERLIBRARY LOANS	AC+3		AC+3	3" X 5" CARDS. AC=DATE WHEN LOAN WAS COMPLETED.
3789	WITHDRAWN BOOKS/JOURNALS (HEALTH SCIENCE LIBRARY)	AC+3		AC+3	AC=DATE OF WITHDRAWAL
3801	PRESCRIPTION FILES	2		2	Vital Record.
3802	DRUG INVOICES	3		3	Vital Record.
3806	DRUG USAGE REPORT	2		2	
3807	NURSING ADMINISTRATION RECORDS CONTROLLED SUBSTANCES	3		3	Vital Record.

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3809	PREPACKAGING MANUAL & RECORD	3		3		Vital Record.
3810	AZT CONTROL MANUAL & RECORD (AIDS DRUGS)	3		3		Vital Record.
3822	REQUEST FORMS-MYCOLOGY (INPATIENT, OUTPATIENT, & REGION)	6 MO		6 MO		Vital Record. TRANSCRIBED TO PATIENT MEDICAL RECORD & SPECIMEN LOG-WORK SHEET
3823	MYCOLOGY SPECIMEN RESULTS	AC+2		AC+2		CONTAINS PATIENT IDENTIFICATION; AC=SUBSPECIALTY RETIRED
3837	AUTOCLAVE CHARTS	3		3		Vital Record. CONTAINS BIOHAZARD WASTE DOCUMENTATION. SEE ALSO BIOHAZARD DESTRUCTION LOG - 30 TAC 330.1207(3). SEE RELATED RECORDS: #3759 DEPARTMENT AUTOCLAVING RECORDS AND #7067 BIOHAZARD DESTRUCTION LOG
3854	BLOOD BANK RECEIPT/ISSUE LOGS	5		5		Vital Record. REFERENCE OF PATIENT BLOOD TYPE, CROSSMATCH INFORMATION
3855	BLOOD BANK PATIENT CARD FILE	5		5		Vital Record. 5" X 7" CARDS, BLOOD TYPE, CROSS-MATCH, AND ANTI-BODY SCREEN DATA
3857	QUALITY CONTROL RECORDS - SEROLOGY	2		2		BOUND VOLUMES - RECORD OF TEST CONTROLS
3863	DECEASED PATIENT RECORDS - PATHOLOGY	AC		AC		ALSO MAINTAINED IN PATIENT'S MEDICAL RECORDS; PAPER, MICROFILM. AC=LATER OF THE PATIENT'S 20TH BIRTHDAY OR 10 YEARS AFTER THE LAST DATE OF SERVICE (Health and Safety Code Title 4, §241.103)
3868	SURGICAL ACCESSIONS BOOKS	10		10		IN ACCORD WITH HOSPITAL LICENSING STANDARDS ADOPTED BY TEXAS BOARD OF HEALTH JULY 20, 1985
3877	ALL GYNECOLOGIC CYTOLOGY REPORTS	10		10		
3879	BLOOD UTILIZATION REPORT	10		10		

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7025	USDA NATIONAL SCHOOL LUNCH AND BREAKFAST PROGRAM	AC+3Y90DA	AC+3Y90DA	AC=END OF PROGRAM YEAR; ALL AUDIT REQUIREMENTS MUST BE MET BEFORE RECORDS MAY BE DESTROYED.
7026	ABUSE AND NEGLECT FILES (INCLUDES ALLEGATIONS)	AC	AC	Vital Record. AC=10 YEARS FROM THE DATE OF THE COMMISSION OF THE OFFENSE OR 10 YEARS FROM THE 18TH BIRTHDAY OF THE VICTIM, WHICHEVER IS LONGER. (CODE OF CRIMINAL PROCEDURE ART. 12.01) IF BIOLOGICAL MATERIAL IS COLLECTED, A NEW RECORD SERIES WITH AN UNLIMITED (AV) RETENTION PERIOD MUST BE USED.
7027	CLIENT INJURY REPORTS	AC+10	AC+10	AC=DATE OF HOSPITAL DISCHARGE. BASED ON ASSESSMENTS KEPT IN MEDICAL RECORD. SEE #7031 INVESTIGATION RECORDS.
7028	CLINICAL / MEDICAL X-RAYS	AC+5	AC+5	AC=DATE OF X-RAY. RADIOGRAPHIC FILMS, MAMMOGRAPHY FILMS. 42 CFR 482.26(d)(2)
7029	CONTROLLED SUBSTANCE RECORDS	2	2	Vital Record. 22TAC§291.75. PHARMACY MANAGEMENT RECORD; (INCLUDES DEA 222; POWER OF ATTORNEY; DEA 441; DEA 106; ADMINISTRATION LOGS; ANNUAL INVENTORY RECORDS.
7030	HUMAN RADIATION EXPERIMENTS	PM	PM	Vital Record.

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7031	CLIENT RECORDS- MENTAL HEALTH (CORE AND NON-CORE)	AC+10	AC+10	Vital Record. AC=LAST SERVICE DATE FOR PATIENT OR 30TH BIRTHDAY, WHICHEVER IS LONGER. CORE RECORDS INCLUDE MOVEMENT LOG; DEMOGRAPHIC DATA FOR ADULT OR CHILD/ADOLESCENT; PSYCHIATRIC EVALUATION; MEDICAL HISTORY/REVIEW OF SYSTEMS; PHYSICAL EXAM; ABNORMAL INVOLUNTARY MOVEMENT SCALE; SOCIAL ASSESSMENT; DENTAL RECORD INITIAL EXAM REPORT; DENTAL PROGRESS/TREATMENT RECORD; PSYCHOLOGICAL ASSESSMENT; MEDICAL EVALUATION REPORT; SOCIAL INFORMATION REPORT; DEVELOPMENTAL ASSESSMENT REPORT; MEDICAID REIMBURSEMENT FORM; DISCHARGE/FURLOUGH SUMMARY; DEATH SUMMARY; AFTERCARE LOG; IMMUNIZATION RECORD; NUTRITION SCREEN AND NUTRITION CONSULT/REFERRAL; CONTINUITY OF CARE; FORENSIC RECORDS (INCLUDES 46.02/.03 AND 46-B'S); DANGEROUS REVIEW BOARD HEARINGS.
7032	CLIENT RECORDS (CORE AND NON-CORE)- MICROFILM/MICROFICHE	AC+68	AC+68	Vital Record. AC=BEFORE 9/1/05, RECORDS MICROFILMED 7 YEARS AFTER PATIENT DISCHARGED, CASE CLOSED, COMPLETED OR TERMINATED. THIS RECORD SERIES IS RESERVED FOR FACILITIES THAT ARE UNABLE TO ISOLATE THE INDIVIDUAL MEDICAL RECORDS ELIGIBLE FOR DESTRUCTION IN AGENCY ITEM #7031.
7033	CLIENT RECORDS - MENTAL RETARDATION (CORE AND NON-CORE)	AC+10	AC+10	AC=LAST SERVICE DATE FOR PATIENT OR 30TH BIRTHDAY, WHICHEVER IS LONGER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS). INCLUDES COMPREHENSIVE DIAGNOSIS & EVALUATION OF MENTAL RETARDATION & SUPPORTING DOCUMENTS. SEE RELATED RECORD AT #7059.
7034	DESIGNATED RECORD SETS	US+6	US+6	Vital Record. HIPAA COMPLIANCE - DOCUMENTATION OF DESIGNATED RECORD SETS, INCLUDING MEDICAL RECORDS, BILLING RECORDS, MEDICAID RECORDS.

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	7035	VARIOUS LOGS TRACKING PATIENTS	3		3		INCLUDES COMPL PENDING LABS; HL-7 LOGS; ASH BILLINGS REPORTS; ENVIR SERVICE RECORDS	
	7036	DEATH REVIEWS	5		5			
	7037	QUALITY CONTROL SHEETS FOR WAIVED TESTING (GLUCOMETERS)	FE+2		FE+2			
	7038	EMERGENCY MEDICAL SYSTEM RESPONSE EVALUATIONS	5		5			
	7039	CPR AND A&D USE EVALUATIONS	5		5			
	7040	INVENTORY OF PHARMACEUTICALS	US+2		US+2		Vital Record. 22TAC§291.75	
	7041	PHARMACY MANAGEMENT RECORDS	2		2		Vital Record. 22TAC§291.75. INCLUDES DISTRIBUTION OF INPATIENT DRUGS RECORDS; DISTRIBUTION OF OUTPATIENT DRUGS RECORDS; INVENTORY CONTROL OF DANGEROUS DRUGS & INVOICES; REPACKAGING CONTROL LOG; DRUG THERAPY MANAGEMENT RECORDS; PRESCRIPTIONS; SUPPLIERS INVOICES AND CREDIT MEMOS; AFTER HOURS LOGS; DESTRUCTION LOGS.	
	7042	DRUG RECALL RECORDS	1		1		Vital Record.	
	7043	PERMANENT LOG OF PHARMACY STAFF'S INITIALS OR IDENTIFICATION CODES WHICH WILL IDENTIFY BY NAME	PM		PM		Vital Record. 22TAC§291.75; Initials or identification code shall be unique to ensure that each person can be identified, i.e., identical initials or identification codes cannot be used.	
	7044	EKG TRACINGS	AV		AV			
	7045	EEG TRACINGS	AV		AV			
	7046	FOOD TEMPERATURE RECORDS - SERVING LINE	5		5			

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7047	PATIENT TRAY MONITORING	5		5		
7048	PATIENT NUTRITIONAL STATUS	5		5		
7049	DAILY PATIENT COUNT	5		5		
7050	DISHWASHER TEMPERATURE RECORDS	5		5		
7051	NUTRITIONAL ASSESSMENT	2 MO		2 MO		
7052	PATIENT DIETARY RECORDS	AC+3		AC+3		AC=LAST PATIENT DISCHARGE
7053	DENIALS (ADMISSIONS)	AC+5		AC+5		AS REQUESTED BY MEDICARE. AC=LAST SERVICE DATE
7054	OPPORTUNITY TO REGISTER TO VOTE FORM	3		3		RECORDS PATIENT DECLINATION TO REGISTER TO VOTE
7055	PATIENT REPORTABLE DISEASE	AC		AC		STATE REQUIREMENT; IF RECORD IS NOT KEPT IN THE PATIENT MEDICAL RECORD THEN THE RETENTION PERIOD IS AC (AC=7 YRS PAST THE DATE THAT THE LAST ENCOUNTER OCCURRED OR THE PATIENT'S 21ST BIRTHDAY, WHICHEVER OCCURS LATER.)
7056	INFECTION CONTROL REPORTS (MONTHLY AND ANNUALLY)	4		4		JOINT COMMISSION REQUIREMENT
7057	INFECTION CONTROL RISK ASSESSMENTS	4		4		JOINT COMMISSION REQUIREMENT
7058	INFECTION CONTROL - EXPOSURE	30		30		INCLUDES EMPLOYEE AND PATIENT EXPOSURES. EMPLOYEE REQUIREMENT FOUND IN OSHA 29 CFR 1910.1020 (d) (1) & 29 CFR 1910.1030 (see also # 7055)

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7059	DMR (DETERMINATION OF MENTAL RETARDATION)	AC+30	AC+30	Vital Record. AC=LAST SERVICE DATE OR 21ST BIRTHDAY, WHICHEVER IS LATER. RETENTION PERIOD COMPLIES WITH SIMILAR RECORDS AT DEPT OF AGING AND DISABILITY SERVICES (DADS). SEE RELATED RECORD AT #7033.
7060	STATE BOARD OF PHARMACY CORRESPONDENCE AND NOTIFICATIONS	2	2	ALL NOTIFICATIONS AS REQUIRED IN OCCUPATIONAL CODE § 562.106.
7061	PSYCHOLOGICAL TESTING (INDIVIDUAL) RAW TEST DATA	AC+30	AC+30	AC=CLIENT'S DISCHARGE OR 21ST BIRTHDAY OF MINOR, WHICHEVER IS LATER (TO AGREE WITH SAME RECORD AT DADS). (TSBEP RULE - 22 TAC §465.22)
7062	UTILIZATION MANAGEMENT AGREEMENTS WITH MENTAL HEALTH AUTHORITY (COMMUNITY MENTAL HEALTH CTR)	FE+1	FE+1	
7063	MENTAL HEATLH AUTHORITY SATISFACTION SURVEY	FE	FE	
7064	PHARMACY - LOG BOOK OF PATIENT PERSONAL MEDICATIONS	AV	AV	LOG BOOK CAN BE DESTROYED WHEN PATIENT IS DISCHARGED.
7065	PHARMACY - MAIL LOG	AV	AV	INCLUDES DOCUMENTATION OF MEDICATIONS MAILED TO PATIENT OR MHMR CENTER. DESTROY WHEN DELIVERY OF LAST ENTRIES HAVE BEEN VERIFIED.
7066	BIOHAZARD WASTE LOG	AV	AV	Waste Log kept until receipt of BioHazard Destruction Log #7067
7067	BIOHAZARD DESTRUCTION LOG	3	3	30 TAC §330.1207(3)-Related records at #7066 & #3837.
7068	RECALL DOCUMENTATION (NOT DRUG RECALL)	LA	LA	RECALLS FOR FOOD, TOYS, ELECTRONICS, AUTOMOBILE PARTS. (#7042 drug recalls)
7069	RESEARCH PROTOCOLS	3	3	
7070	EXECUTIVE COMMITTEE GOVERNING BODY MINUTES	3	3	

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		7071 ENVIRONMENT OF CARE MINUTES (LOCAL)	3		3			
		7072 LAB REQUISITION FORMS	2		2			
		7073 NON-MEDICAL STAFF CREDENTIALING AND LICENSING RECORDS	AC+5		AC+5		AC=TERMINATION OF EMPLOYMENT. Non-medical staff include nurses, social workers, psychologists, and occupational therapists.	
		7074 NON-MEDICAL STAFF PEER REVIEW RECORDS	AC+3		AC+3		AC=DATE OF THE INDIVIDUAL PEER REVIEW. Non-medical staff include nurses, social workers, psychologists, and occupational therapists. NURSING RECORDS ARE CONFIDENTIAL: Health and Safety Code 303.006 (e). PEER REVIEW PLAN PRESERVED IN DSHS POLICY PA-4005.	
		7075 QUALITY CONTROL RECORDS - NOT REQUIRED BY JOINT COMMISSION	AV		AV		INCLUDES SHOWER LOG; RAZOR LOG.	
1.1		690 AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6		AC= AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)	
1.1		701 RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE	
1.1		1687 OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETERS, MEMOS, FORMS)	6		6		45 CFR 164.530 (j)(1)-(2)	
1.1		3203 ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC		RETAINED BY DSHS HOSPITALS AS DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=10 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER.	
1.1		3229 ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6		45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION	

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684 - RIO GRANDE STATE CENTER									
1.1	3412	ADMISSION LOGS	PM		PM				
1.1	3808	NURSING COUNTS OF CONTROLLED SUBSTANCE	AC+3		AC+3			Vital Record. AC=DATE OF THE COUNT	
1.1	4654	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1			AC=DATE RECORD AMENDED OR REQUEST FILLED.	
1.1	4764	AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6			45 CFR 164.530 (j) (1)-(2); AC=DATE OF DENIAL OF INFORMATION	
1.1	7076	JOINT COMMISSION (JCAHO) MEETING NOTES	3		3				
1.1	7077	ROOT CAUSE ANALYSIS ON SENTINEL EVENTS REPORTS	5		5				
1.1	7078	DATA INTEGRITY REVIEW / NRI REVIEW	AV		AV			INTERNAL AND EXTERNAL "AUDITS" REQUIRED IN MENTAL HEALTH HOSPITALS	
1.1	7079	MEMBERSHIPS	AC+3		AC+3			AC=EXPIRATION OF MEMBERSHIP. (INCLUDES SUPERINTENDENT'S FINAL APPROVAL FOR PAYMENT OF MEMBERSHIPS, LICENSES, AND CERTIFICATIONS AT A FACILITY). REQUIRED PER SYSTEM ADMINISTRATION 407.	
1.1	7080	REPORTS / VALUABLES REGISTER LOGS	AC+6		AC+6			AC=DISCHARGE OF PATIENT. (INCLUDES DISCHARGED PATIENTS VALUABLE INVENTORY LIST; UNCLAIMED VALUABLE INVENTORY LOG; DISCHARGE CLEARANCE LOG)	
1.1	7081	SECURITY ACTIVITY REPORTS	FE+3		FE+3			(INCLUDES UNSECURED DOOR REPORTS; EMERGENCY CODE REPORTS; GROUNDS POLICY VIOLATION REPORTS; TRAFFIC VIOLATIONS; TOBACCO VIOLATIONS; INCIDENT REPORTS; CHANGE OF SHIFT REPORTS)	
1.1	7082	PHYSICIAN'S DELINQUENCIES	AV		AV			Vital Record	

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1.1	7083	JOINT COMMISSION REPORTS TO MEDICAL STAFF	AC+6		AC+6			AC=DATE OF REPORT	
1.1	7084	MEDICARE COMPLIANT VISITS	6		6				
1.1	7085	MEDICARE SURVEYS	6		6				
1.1	7086	REPORT ON HOSPITAL EVENTS - BY FACILITY	AC+3		AC+3			AC=DATE OF THE REPORT TO CENTRAL OFFICE. REPORT ON NUMBER OF INJURIES NUMBER OF RES/SECLUSIONS. RETENTION PERIOD BASED ON JOINT COMMISSION OR MEDICARE. INCLUDES MEDICATION ERROR LOGS; 24-HR RPT, ROUNDS CHECK SHEET.	
1.1	7087	REPORT TO GOVERNING BODY-BY FACILITY	AC+3		AC+3			AC=DATE OF REPORT	
1.1	7088	HOSPITAL POLICY AND PROCEDURES-BY FACILITY	US+3		US+3			USED BY FACILITY ONLY	
1.1.002	3422	AUDITS	AC+7		AC+7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.002	3613	AUDITS - EXTERNAL (JOINT COMMISSION)	AC+7		AC+7			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS.	
1.1.002	4066	REPORTS - AUDITS (AUDIT REPORTS RECEIVED FROM THE STATE AUDITOR'S OFFICE)	AC+7		AC+7			STATE AUDITOR'S OFFICE RETAINS THE PERMANENT RECORD COPY)	
1.1.004	3424	BIENNIAL BUDGET REQUESTS	AC+6		AC+6	A		AC=SEPTEMBER 1 OF ODD-NUMBERED CALENDAR YEARS. ONLY COPIES OF SUPPORTING DOCUMENT SUBMITTED TO THE LEGISLATIVE BUDGET BOARD ARE ARCHIVAL. (REMOVE FROM RETENTION SCHEDULE WHEN RECORDS ARE SENT TO STATE ARCHIVES APPROXIMATELY 9/1/11)	
1.1.006	3398	COMPLAINT FILES (ADMINISTRATION)	AC+2		AC+2			AC=FINAL DISPOSITION OF THE COMPLAINT	

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1.1.006	3425	COMPLAINT FILE (FISCAL)	AC+2		AC+2			AC=FINAL DISPOSITION OF THE COMPLAINT	
1.1.006	4861	COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT	
1.1.007	3399	CORRESPONDENCE, ADMINISTRATIVE (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.007	3689	CORRESPONDENCE, ADMINISTRATIVE (VOLUNTEER SERVICES, & FISCAL) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.)	4		4	R		Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.008	3396	CORRESPONDENCE, PHYSICIAN (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.)	2		2			INCLUDES SOME E-MAIL.	
1.1.008	3892	CORRESPONDENCE, GENERAL (ALL AREAS)	2		2			INCLUDES SOME E-MAIL.	
1.1.013	3401	ITINERARY INFORMATION (ADMINISTRATION) & (FISCAL)	CE+1		CE+1	R		ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW.	
1.1.020	3498	PUBLIC INFORMATION REQUESTS - NOT EXEMPTED	AC+1		AC+1			AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002)	
1.1.021	3499	PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED)	AC+2		AC+2			AC=DATE OF DENIAL OF REQUEST	

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1.1.038	3511	CUSTOMER SURVEYS	AC		AC				AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.
1.1.040	3513	SPEECHES	AC		AC		R		AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION.
1.1.043	3888	TRAINING MANUALS	US+1		US+1				
1.1.057	1456	TRANSITORY INFORMATION	AC		AC				AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION.
1.1.058	3402	MEETING MINUTES (BOARD MEETINGS)	PM		PM		A		Vital Record.
1.1.058	3768	INFECTION CONTROL COMMITTEE MEETING MINUTES	PM		PM		A		
1.1.063	3392	COMMITTEE MINUTES (STAFF MEETINGS)	1		1				
1.1.064	935	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3				Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY.
1.1.065	3510	RAW DATA, REPORTS & STUDIES	AV		AV				
1.1.067	132	MONTHLY STATISTICAL REPORT	3		3		R		IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.

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1.1.067	133	ANNUAL STATISTICAL REPORT	3		3		R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.067	3505	REPORTS, ADMINISTRATIVE (FOOD SERVICE)(ANNUAL, NON-FISCAL)	3		3		R	IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.	
1.1.069	3507	REPORTS, EMPLOYEE ACTIVITY & PRODUCTION TYPE REPORTS USED FOR WORKLOAD MEASURES, TIME STUDIES, AND FUNDING	1		1				
1.1.070	3403	POLICIES AND PROCEDURES MANUAL- FINAL	AC+3		AC+3		R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.1.071	4857	RULES, POLICIES AND PROCEDURES-WORKING FILES	AC+3		AC+3		R	Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES.	
1.2.001	3430	DESTRUCTION SIGN-OFFS	FE+3		FE+3			RECORD COPY MUST BE SENT TO DSHS RECORDS MANAGEMENT OFFICE IN AUSTIN. (CONVENIENCE COPY AT RIO GRANDE STATE CENTER.)	
1.2.005	3518	RECORDS RETENTION SCHEDULE AGENCY COPY	US		US			convenience copy	
1.2.008	3433	REQUEST TO DISPOSE OF STATE RECDS.	FE+3		FE+3			ALL REQUESTS TO DESTROY RECORDS MUST BE SENT TO DSHS RECORDS MANAGEMENT OFFICE IN AUSTIN. (CONVENIENCE COPY AT RIO GRANDE STATE CENTER.)	
2.1	3738	DIAGNOSTIC RELATED GROUPING & CODING FILES	AV		AV			Vital Record.	
2.1.008	3733	HARDWARE DOCUMENTATION	AC		AC			Vital Record.	
2.1.009	3742	TECHNICAL DOCUMENTATION - SOFTWARE MODIFICATIONS	AC		AC			Vital Record.	

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2.1.009	3746	CODE 3 SOFTWARE INSTRUCTION MANUALS - 3 VOLS.	AC		AC			Vital Record. AC=UNTIL ELECTRONIC RECORDS ARE TRANSFERRED TO AND MADE USABLE IN A NEW HARDWARE OR SOFTWARE WITH NEW DOCUMENTATION OR THERE ARE NO ELECTRONIC RECORDS BEING RETAINED TO MEET AN APPROVED RETENTION PERIOD THAT REQUIRE THE DOCUMENTATION TO BE RETRIEVED AND READ.	
2.2.016	6957	SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS	LA+3		LA+3			Vital Record.	
3.1	3393	ACTIVE AND INACTIVE CREDENTIALS FILES (ON STAFF PHYSICIANS)	AC+75		AC+75			Vital Record. AC=TERMINATION OF EMPLOYMENT. Includes Credential files; Records, discussions, and deliberations relating to credentialing and peer quality review and improvement activities; Quality assurance files specific to medical staff members; Committee, department, and general staff meeting minutes related to Credentialing and Privileging only; Other documents pertinent to the medical staff organization including records that may be needed to defend the hospital against legal action; Privileging files that outline privileges granted and any issues with reduced privileges (includes physicians and other licensed practitioners as PA's, NP's, and Psychology PhD's, Podiatrists, and Dentists.)	
3.1	3419	EMPLOYEE HEALTH SCREENING RECORDS - HAZARDOUS MATERIAL, BLOODBORNE EXPOSURE, HUMAN BITE, TUBERCULOSIS EXPOSURE AND NEEDLE STICK INCIDENTS	AC+30		AC+30			AC=TERMINATION OF EMPLOYMENT. HEALTH RECORDS, IMMUNIZATIONS, PHYSICALS, PPD, X-RAYS, LAB WORK INITIATED AT TIME OF EMPLOYMENT. RETENTION PERIOD COMPLIES WITH OSHA 29 CFR 1910.1020 (D) (1) & 29 CFR 1910.1030	
3.1	6728	POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS)	AC		AC			AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPs TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE.	

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3.1	7090	EMPLOYEE ACCESS TO PROTECTED HEALTH INFORMATION (HIPAA COMPLIANCE)	US+6		US+6			45 CFR SECTION 164.530(j)(1)-(2); SECURITY LEVELS.	
3.1	7091	EMPLOYEE VACCINATION RECORDS	10		10			Vital Record. RETENTION PERIOD FOR IMMUNIZATION RECORDS IS 10 YEARS. MAY INCLUDE OTHER EMPLOYEE HEALTH RECORDS SUCH AS X-RAYS, SCANS, TESTS. (SEE 3.1 / #3419 EMPLOYEE EXPOSURE RECORDS)	
3.1	7092	JOINT COMMISSION/MEDICARE HUMAN RESOURCE RECORDS / REPORTS	AV		AV			OTHER RECORDS AND REPORTS REQUIRED FOR JOINT COMMISSION AND MEDICARE NOT SPECIFICALLY FOUND ON RETENTION SCHEDULE. (SEE MENTAL HEALTH HOSPITAL SCHEDULE FOR LIST OF HUMAN RESOURCE RECORDS ON DSHS SCHEDULE.)	
3.1	7093	VOLUNTEERS FILES	AC+4		AC+4			AC=TERMINATION OF VOLUNTEER STATUS.	
3.1	7094	CONTINUOUS QUALITY IMPROVEMENT ASSESSMENTS	FE+2		FE+2			Vital Record.	
3.1.001	3523	APPLICATIONS & RESUMES OF PEOPLE NOT HIRED	2		2			29 CFR 1627.3 CONTAINS SOME CONFIDENTIAL INFORMATION. CAPPS ASSUMED THIS FUNCTIONALITY IN MAY 2005.	
3.1.006	7095	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3			AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL.	
3.1.011	3530	EMPLOYEE'S INSURANCE FILE	AC+5		AC+5			Vital Record. AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT. FOUND IN EMPLOYEE PERSONNEL FILE. (DOCUMENTS THAT SERVE AS PAYROLL DEDUCTION AUTHORIZATIONS MUST BE RETAINED FOR THE RETENTION PERIOD PRESCRIBED FOR 3.2.001)	
3.1.012	3531	EMPLOYMENT ADVERTISEMENTS TO INCLUDE JOB OPENINGS, PROMOTIONS, TRAINING PROGRAMS, OR OPPORTUNITY FOR OVERTIME	2		2			29 CFR 1627.3(B) (STATE AGENCY)	

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3.1.013	7096	EMPLOYMENT CONTRACTS	AC+7	AC+7	Vital Record. AC= EXPIRATION OR TERMINATION OF CONTRACT ACCORDING TO ITS TERMS. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHSC. (INCLUDES STAFF-SOCIAL WORK; DOCTORS; PHYSICAL THERAPISTS)
3.1.014	3533	EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED)	2	2	Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006.
3.1.018	3435	GRIEVANCE FILES	AC+2	AC+2	Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS
3.1.019	3537	PEFORMANCE APPRAISALS/JOURNALS	AC+5	AC+5	MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPS ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPS. HHS-OGC REQUESTED LONGER RETENTION PERIOD.
3.1.023	3541	POSITION/JOB DESCRIPTION (PERSONNEL)	AC+4	AC+4	Vital Record. AC=UNTIL SUPERSEDED OR JOB ELIMINATED. AccessHR ASSUMED THIS FUNCTIONALITY IN AUGUST 2005.
3.1.024	3542	POST JOB OFFER PHYSICAL EXAMS	AC+2	AC+2	AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT.
3.1.026	7097	SECURITY CLEARANCE/CRIMINAL HISTORY CHECKS	AC	AC	AC=THE CRIMINAL HISTORY RECORD HAS SERVED THE IMMEDIATE PURPOSE FOR WHICH IT WAS OBTAINED. CAPPS ASSUMED THIS FUNCTIONALITY IN MAY 2005.

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ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist  
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4. Records

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684 - RIO GRANDE STATE CENTER									
3.1.027	1352	TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS (INDIVIDUAL)	AC+5		AC+5			AC=TERMINATION OF EMPLOYMENT. INCLUDES COMPETENCY TRAINING. (SEE #7193 FOR HIPAA TRAINING.	
3.1.027	7193	HIPAA TRAINING RECORDS	AC		AC			AC=5 YEARS PAST THE TERMINATION OF EMPLOYEE OR 6 YEARS PAST THE TRAINING; WHICHEVER IS LONGER. RETENTION PERIOD REQUIRED UNDER HIPAA (45 CFR SECTION 164.530(j)(1)-(2)	
3.2.001	3438	EMPLOYEE DEDUCTION AUTHORIZATION	AC+5		AC+5			Vital Record. AC=AFTER TERMINATION OF EMPLOYEE OR AFTER AMENDMENT, EXPIRATION, OR TERMINATION OF AUTHORIZATION, WHICHEVER SOONER. (Kept with Employee Personnel file, #5864)	
3.2.002	3439	EMPLOYEE EARNING RECORDS	CE+5		CE+5			Vital Record.	
3.2.003	3440	FEDERAL TAX RECORDS (INCLUDES 1099, W-2, FICA AND OTHER TAX RECORDS)	AC+5		AC+5			Vital Record. AC=TAX DUE DATE, DATE CLAIM IS FILED, OR DATE TAX IS PAID WHICHEVER IS LATER.	
3.2.004	3441	INCOME ADJUSTMENT AUTHORIZATION	FE+5		FE+5			Vital Record.	
3.2.005	3442	FORM W-4	FE+5		FE+5			Vital Record. AC=UNTIL SUPERSEDED, OBSOLETE, OR UPON SEPARATION OF EMPLOYEE.	
3.2.006	3550	WAGE RATE TABLES	2		2			29 CFR 516.6(a) (2)	
3.2.008	4067	DIRECT DEPOSIT APPLICATION/AUTHOR-IZATION	US		US			Vital Record.	
3.2.009	4068	STATE DEFERRED COMPENSATION	AC+5		AC+5			Vital Record. AC=ALL ACCOUNTS WITH A VENDOR OR VENDORS FOR THE INDIVIDUAL PARTICIPANT HAVE BEEN CLOSED. FOR INSTRUCTIONS REGARDING THE DETERMINATION OF THE CLOSURE OF ACCOUNTS AND FOR ADDITIONAL INFORMATION REGARDING THE RETENTION PERIOD SEE THE MOST CURRENT EDITION OF THE "BENEFITS COORDINATOR REFERENCE MANUAL" ISSUED BY THE EMPLOYEES RETIREMENT SYSTEM OF TEXAS.	

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3.3	3545	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC	
3.3.001	3551	AFFIRMATIVE ACTION PLANS	FE+5		FE+5			29 CFR 30.8(e)	
3.3.004	3552	BENEFIT PLANS	US+1		US+1			29 CFR 1627.3(b)(2)	
3.3.004	3557	GROUP INSURANCE	US+1		US+1				
3.3.010	3558	LABOR STATISTICS REPORT REPORTS PROVIDE STATISTICAL INFORMATION ON LABOR FORCE	3		3				
3.3.015	3563	POSITION/JOB CLASSIFICATION REVIEW FILE	US+3		US+3			CONVENIENCE COPY	
3.3.020	3404	WORK SCHEDULES (DUTY ROSTER, TASK ASSIGNMENTS)	1		1			Vital Record.	
3.3.023	3564	REQUESTS AND AUTHORIZATIONS FOR TRAVEL, EDUCATIONAL PROGRAMS, WORKSHOPS, AND TUITION ASSISTANCE	FE+3		FE+3			TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005.	
3.3.026	3554	EMPLOYEE LISTINGS IDENTIFIES EMPLOYEE BY SS#,NAME,OR POSITION	US+3		US+3			(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)	
3.3.026	3556	EMPLOYEES HIRED DURING MONTH IDENTIFIES ALL POSITIONS FILLED	US+3		US+3			(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)	
3.3.026	3561	POSITION STAFF REPORT PROVIDES DETAIL ACCOUNT OF ALL POSITIONS WITHIN THE ORGANIZATIONAL STRUCTURE OF THE AGENCY	US+3		US+3			(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)	
3.3.026	3565	SUMMARY STAFFING REPORT PROVIDES THE INFORMATION WHICH IS REQUIRED TO MONITOR STAFFING PATTERNS WITHIN EACH DEFINED ORGANIZATIONAL ENTITY	US+3		US+3			(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)	

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684 - RIO GRANDE STATE CENTER					
3.3.026	3567	VACANCY REPORT PROVIDES A CENTRALIZED LISTING OF ALL VACANT POSITIONS IN EACH AGENCY	US+3	US+3	(RECORDS REQUIRED FOR JOINT COMMISSION AND MEDICARE)
3.3.030	3648	SAFETY TRAINING (NON-HAZARDOUS)	US+2	US+2	(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPs. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).
3.3.030	7098	TRAINING ADMINISTRATION RECORDS	US+2	US+2	(MATERIALS AND RECORDS FOR INHOUSE TRAINING OF AGENCY PERSONNEL OF POLICES AND PROCEDURES.) TRAINING MATERIAL NOT FOUND IN TRAIN OR CAPPs. (DOES NOT INCLUDE HAZARDOUS MATERIAL TRAINING RECORDS).
3.3.031	92	EEO DATA FORMS	3	3	
3.4	116	REQUESTS FOR COMP/OVERTIME (B-53,AP-3,AP-2)	5	5	
3.4.006	7099	TIME CARDS AND TIME SHEETS	4	4	40 TAC 815.106(i)
3.4.007	3744	EMPLOYEE LEAVE SLIPS	FE+5	FE+5	BEGINNING OCTOBER 2005, RECORDS KEPT IN CAPPs.
4.1	7100	CANTEEN COUPONS	FE+3	FE+3	
4.1	7101	CLIENT TRUST FUND	FE+3	FE+3	
4.1	7102	BILLING AND PAYMENT DETAIL - INCLUDES MEDICAID	FE+7	FE+7	BY REGULATION - 1 TAC 354.1004 (LEGAL CITATION STATES 5 YEARS PAST SERVICE DATE.)
4.1	7103	BILLING AND PAYMENT DETAIL - MEDICARE	FE+7	FE+7	BY REGULATION - MEDICARE HOSPITAL MANUAL HIM-10, SEC. 413 (B) (REV. NO. 572) (CITATION STATES 5 YEARS PAST SERVICE DATE).
4.1.001	7104	ACCOUNTS PAYABLE INFORMATION	FE+3	FE+3	

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684 - RIO GRANDE STATE CENTER								
4.1.003	3479	CANCELLED CHECKS	FE+3		FE+3			
4.1.004	3450	ENCUMBRANCE DETAIL	FE+3		FE+3			
4.1.005	7105	INVENTORY AND OTHER COSTS FILES (INCLUDES COUPON BOOK LOG SHEETS, CANTEEN AND FOOD SERVICE)	FE+3		FE+3			
4.2.001	7106	CASH DEPOSIT VOUCHERS	FE+4		FE+4		RETENTION BASED ON FEDERAL GUIDELINES	
4.2.001	7107	SALES JOURNALS OR REGISTERS	FE+3		FE+3			
4.2.002	3451	CASH RECEIPTS (FISCAL)	FE+3		FE+3		Vital Record.	
4.2.002	3640	CASH RECEIPTS (FOOD SERVICE)	FE+3		FE+3			
4.2.003	3452	MAIL OPENING LISTS	FE+3		FE+3			
4.2.004	3602	PURCHASE ORDERS (222'S)	FE+3		FE+3			
4.2.005	3608	LOCAL PURCHASE ORDERS	FE+3		FE+3			
4.2.005	7108	PURCHASE VOUCHERS	FE+3		FE+3			
4.2.006	3454	JOURNAL VOUCHERS	FE+3		FE+3			
4.2.007	7109	EXPENDITURE VOUCHERS	FE+3		FE+3			
4.3	3455	OUTPATIENT CLINIC REGISTERS	PM		PM		Vital Record. PERMANENT RETENTION IS REQUIRED FOR FUTURE REFERENCE ON PATIENT HISTORY.	
4.3	3457	TRAVEL LOGS	FE+3		FE+3		Vital Record.	
4.3.002	7110	RECEIPTS, JOURNALS, REGISTERS	FE+3		FE+3			

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684 - RIO GRANDE STATE CENTER									
4.3.003	3456	PROFESSIONAL FEE LOGS	FE+3		FE+3			Vital Record.	
4.3.003	7111	EXPENDITURES JOURNALS OR REGISTERS	FE+3		FE+3				
4.4.001	3458	GENERAL LEDGER AND OPERATING LEDGER	FE+3		FE+3			Vital Record.	
4.4.001	3472	ANNUAL OPERATING PLAN	AC+3		AC+3			Vital Record. AC=DATE OF APPROVED OPERATING PLAN. REQUIRED BY JOINT COMMISSION.	
4.4.002	3460	PATIENT FINANCIAL FILES	AC+5		AC+5			Vital Record. MAINTAINED TO MEET MEDICARE REQUIREMENTS. AC=LAST PATIENT ENCOUNTER.	
4.4.002	3870	LABORATORY CHARGE CARDS - PATHOLOGY	FE+3		FE+3			Vital Record. INFORMATION TRANSFERRED TO PATIENT ACCOUNTING RECORD	
4.4.002	7112	ACCOUNTS RECEIVABLE LEDGERS	FE+5		FE+5			MAINTAINED TO MEET MEDICARE REQUIREMENTS.	
4.4.002	7113	ACCOUNTS RECEIVABLE LEDGERS / DONOR FILES	FE+3		FE+3			Vital Record. VITAL WHEN CONTACTING FAMILY MEMBERS, ETC.	
4.4.003	7114	ACCOUNTS PAYABLE LEDGERS	FE+3		FE+3				
4.5.001	3465	MEDICARE COST REPORT WORKPAPERS	FE+5		FE+5			REQUIRED BY MEDICARE	
4.5.001	3466	PERSONNEL SERVICES SCHEDULE (WORKPAPERS)WORKSHEETS FOR PREPARING FISCAL REPORTS; DEPRECIATION LISTING, SS RECOMPUTATIONS	FE+3		FE+3				
4.5.002	3405	INTERNAL MANAGEMENT REPORT (ADMINISTRATION,PERFORMANCE REPORTS, CHARGES AND COLLECTIONS)	FE+3		FE+3				
4.5.005	3470	MEDICARE COST REPORTS	FE+5		FE+5			REQUIRED BY MEDICARE	

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			Agency	Storage	Total			
		684 - RIO GRANDE STATE CENTER						
4.5.005	3578	REPORTS - EXTERNAL SPECIAL PURPOSE	FE+3		FE+3			
4.6.002	3473	APPROPRIATION RECONCILIATIONS PROPERTY RECONCILIATIONS	FE+3		FE+3			
4.6.003	3475	CASH COUNTS AND SPOT COUNTS	FE+3		FE+3			
4.7	7115	REIMBURSEMENT - CLIENT FINANCIAL FILES	AC+7		AC+7		Vital Record. MAINTAINED TO MEET MEDICARE REQUIREMENTS. AC=LAST PATIENT ENCOUNTER.	
4.7.001	3477	ACCOUNTING POLICIES AND PROCEDURES	US+3		US+3		Vital Record.	
4.7.002	3478	BANK STATEMENTS	FE+3		FE+3			
4.7.003	7116	RETURNED CHECKS / WARRANTS / DRAFTS (UNCOLLECTABLE)	AC+3		AC+3		AC=AFTER DEEMED UNCOLLECTABLE	
4.7.004	7117	CAPITAL ASSET RECORDS	LA+3		LA+3			
4.7.006	3434	COMPTROLLER'S NOTES (FISCAL)	FE+3		FE+3			
4.7.008	3481	FEDERAL GRANT INFORMATION	AC+3		AC+3		Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE).	
4.7.009	3611	PROPERTY RECORDS/PROPERTY ITEM CARD	US+3		US+3			
4.7.009	7118	FIXED ASSET SEQUENTIAL NUMBER LOG	US+3		US+3			
4.7.011	3482	TEXAS FACILITIES COMMISSION STATEMENTS	FE+3		FE+3			
4.7.012	7119	SIGNATURE AUTHORIZATIONS	US+FE+3		US+FE+3			

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5.1	7120	SURVEILLANCE FILM	6 MO		6 MO		SEE RELATED RECORD #3758 SURVEILLANCE RECORDS.	
5.1	7121	GIFT REQUESTS (CHRISTMAS & BIRTHDAYS)	FE+2		FE+2		COMMUNITY RELATIONS & VOLUNTEER SERVICES.	
5.1	7122	DONATION SLIPS - COMMUNITY RELATIONS	AC+3		AC+3		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS & VOLUNTEER SERVICES.	
5.1	7123	REQUESTS FROM PATIENTS	AC+3		AC+3		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS & VOLUNTEER SERVICES.	
5.1	7124	FUND RAISING MATERIALS AND DOCUMENTATION	AC+1		AC+1		AC=AFTER ALL QUALITY ASSURANCE REVIEW AND REPORTING IS COMPLETE. COMMUNITY RELATIONS & VOLUNTEER SERVICES.	
5.1.001	120	CONTRACTS	AC	7	AC+7		Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS	(120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498;  05-537-383; 05-537-483
5.1.003	7125	DELIVERY REPORTS	2		2			
5.1.004	3485	ADDRESS AND TELEPHONE LISTING (INCLUDES BUS SCHEDULES, ADDRESSES, VOLUNTEER/BOARD MEMBERS LISTINGS)	US		US			
5.1.004	3581	MAILING LISTS	US		US			
5.1.005	7126	POSTAGE RECORDS	FE+3		FE+3			
5.1.007	7127	REQUISITION FOR IN-AGENCY / INTER-AGENCY COPY/PRINTING SERVICE	AV		AV			

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5.1.011	7128	PHOTOCOPIER AND TELEFAX USAGE LOGS AND REPORTS	AV		AV				
5.1.012	3616	PRICE LISTS	US+3		US+3				
5.1.013	3428	INSURANCE POLICIES	AC+4		AC+4			Vital Record. AC=EXPIRATION OR TERMINATION OF THE POLICY ACCORDING TO ITS TERMS.	
5.1.014	7129	OFFICE PROCEDURES	US+1		US+1				
5.1.015	3893	CORRESPONDENCE LOG BOOKS (NURSING)	1		1				
5.2	3786	ACCESSION RECORDS (LIBRARY)	LA		LA				
5.2	7130	UTILITY BILLS & REPORTS	FE+5		FE+5			INCLUDES UTILITY REPORTS; COPIES OF BILLS PERIODICALLY REQUESTED FOR UTILITY PROJECT RESOLUTION	
5.2.003	3701	BLUE PRINTS/STHCS ARCHITECTURAL DRAWINGS	LA		LA	R		Vital Record.	
5.2.005	7131	CALIBRATION (EQUIPMENT OR INSTRUMENT)	10		10				
5.2.006	7132	CERTIFICATE OF DESTRUCTION OF PROPERTY	FE+3		FE+3				
5.2.008	3821	EQUIPMENT HISTORY FILE; EQUIPMENT SERVICE AGREEMENTS	LA+3		LA+3			Vital Record.	
5.2.010	3643	EQUIPMENT MANUALS	LA		LA				
5.2.014	3390	INVENTORY	FE+3		FE+3				
5.2.014	3483	ANNUAL PHYSICAL INVENTORIES	FE+3		FE+3				
5.2.015	7133	NOTICES OF EQUIPMENT REMOVED FROM INVENTORY	FE+3		FE+3				

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5.2.017	7135	LOST AND STOLEN PROPERTY REPORTS	FE+3		FE+3				
5.2.018	7136	QUALITY CONTROL REPORTS	2		2				
5.2.019	3382	KEYS/PAGER REFERENCE LOG (REPAIRS)	1		1				
5.2.019	3702	WORK ORDERS	1		1				
5.2.020	3388	STOCK ISSUES -ORIGINAL ORDER	FE+1		FE+1				
5.2.021	7138	SURPLUS PROPERTY SALE REPORTS	FE+3		FE+3				
5.2.023	7139	YEAR-TO-DATE ACTIVITY (INVENTORY LISTINGS)	FE+3		FE+3				
5.2.025	7140	EQUIPMENT DESCRIPTION AND SPECIFICATION	AC+2		AC+2			AC=EQUIPMENT IS NO LONGER IN THE AGENCY.	
5.3	3969	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+3		FE+3				
5.3.002	7141	FREIGHT BILL PAID	FE+3		FE+3				
5.3.003	7142	FREIGHT CLAIMS	AC+2		AC+2			AC=RESOLUTION OF CLAIM	
5.3.004	3652	USDA COMMODITY REQUESTS	AV		AV				
5.3.007	7143	BID DOCUMENTATION	FE+3		FE+3				
5.3.008	7144	PURCHASING LOG	FE+3		FE+3				
5.4	3852	BLOOD BANK MAINTENANCE LOGS	5		5			CHARTS - TEMPERATURE CHARTS OF REFRIGERATORS, FREEZERS, & INCUBATORS	

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2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD 8. Archival 9. Remarks 10. 106 No.

684 - RIO GRANDE STATE CENTER									
5.4	7145	ASBESTOS FILES	AC+CE+30		AC+CE+30			AC=AFTER REPORT, SURVEY, INVESTIGATION, AND/OR ABATEMENT IS COMPLETED, INCLUDES ALL RELATED DOCUMENTATION.	
5.4	7146	INCIDENT REPORTS/ACCIDENT/INJURY REPORTS OF NON-STATE EMPLOYEES ON STATE PROPERTY	AC		AC			Vital Record. L-33 FORMS. CONVENIENCE COPY. RECORD COPY SENT TO HHS-RISK MANAGEMENT. AC=STATUTE OF LIMITATIONS; CLAIMANT REQUIRED TO GIVE NOTICE OF INJURY WITHIN 6 MONTHS OF THE INCIDENT OR THE ACTION IS BARRED (UNLESS THERE IS ACTUAL KNOWLEDGE OF THE INJURY IN THE AGENCY); ACTION BARRED IF SUIT NOT FILED WITHIN 2 YEARS FROM THE DATE OF THE INJURY. (SEE 1.1.048 IF INJURY RESULTS IN LAWSUIT)	
5.4.001	3408	ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION (INCLUDES HUMAN BITES, NEEDLESTICKS, BLOOD BORNE DISEASE EXPOSURE, TB EXPOSURE)	CE+5		CE+5			29 CFR 1904.33; 29 CFR 1904.8 (NEEDLESTICK & BLOODBORNE DISEASE); 29 CFR 1904.11 (TB). ACCIDENT OR OCCUPATIONAL DISEASE REPORTS BY SUPERVISORS AND EMPLOYEES REQUIRED TO BE SUBMITTED TO TEXAS WORKERS' COMPENSATION COMMISSION. BEGINNING OCTOBER 2005, AccessHR ASSUMED THIS FUNCTIONALITY. PRIOR TO OCTOBER 2005, RECORD COPY WAS SENT TO AGENCY RISK MANAGER.	
5.4.002	7148	EVACUATION PLANS	US		US				
5.4.003	3647	SAFETY INSPECTIONS	AC+3		AC+3			AC=INSPECTION OR DATE OF THE CORRECTION OF THE DEFICIENCY IF THE INSPECTION REPORT REVEALS A DEFICIENCY.	
5.4.004	7149	FIRE ORDERS	AC+3		AC+3			AC=DEFICIENCY CORRECTED	
5.4.007	3596	SAFETY TRAINING - HAZARDOUS MATERIALS	5		5			HEALTH & SAFETY CODE 502.009 (g)	
5.4.008	7150	HAZARD COMMUNICATION PLANS	US+5		US+5			Vital Record	

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End  
FE - Fiscal Year End  
LA - Life of Asset

MO - Months  
PM - Permanent  
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist  
R - Review by StateArchivist  
E - Exempt from sending

State of Texas  
Records Retention Schedule

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2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency  
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

\_\_\_ ORIGINAL SUBMISSION

\_\_X\_\_ RECERTIFICATION

\_\_\_ REPLACEMENT PAGE

\_\_\_ ADDENDUM PAGE

10. 106 No.

684 - RIO GRANDE STATE CENTER									
5.4.009	7151	WORKPLACE CHEMICAL LISTS	30		30			HEALTH & SAFETY CODE 502.005(d) REQUIRES THIS LIST FOR AMOUNTS OF CHEMICALS OVER 55 GALLONS, 500 POUNDS OR IN EXCESS OF CERTAIN AMOUNTS FOR CERTAIN HIGHLY TOXIC OR DANGEROUSLY HAZARDOUS CHEMICALS.	
5.4.010	3817	MATERIAL SAFETY DATA SHEETS	AC		AC			Vital Record. AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED.	
5.4.011	7152	VISITOR CONTROL REGISTER	3		3				
5.4.012	3553	EMPLOYEE IDENTIFICATION	AC+2		AC+2			Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.012	7153	SECURITY ACCESS RECORDS	AC+2		AC+2			Vital Record. AC=UNTIL SUPERSEDED, DATE OF EXPIRATION, OR DATE OF TERMINATION, WHICHEVER SOONER.	
5.4.013	3517	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US			Vital Record.	
5.5.001	7154	BILLING DETAIL - TELECOMMUNICATIONS (OTHER THAN TEX-AN)	FE+3		FE+3				
5.5.002	7155	LONG DISTANCE TELEPHONE LOGS	AV		AV				
5.5.004	3384	SWITCHBOARD DAILY LOG	AV		AV				
5.5.006	7156	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3				
5.5.007	7157	DISPUTED CALL DOCUMENTATION	FE+3		FE+3			(INCLUDES DOCUMENTS EVIDENCING REPAYMENT BY EMPLOYEES FOR PERSONAL LONG DISTANCE USE.)	
5.6.003	7158	INSPECTION REPAIR & MAINTENANCE RECORDS - VEHICLES	LA+1		LA+1				

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VITAL Record (Include in Field 9)

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State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

684 - RIO GRANDE STATE CENTER									
5.6.004	7159	LICENSE AND DRIVING RECORD CHECK	AC+2		AC+2			AC=UNTIL SUPERSEDED OR TERMINATION OF EMPLOYMENT. CONTAINS CONFIDENTIAL INFORMATION.	
5.6.005	7160	VEHICLE USE REPORTS - MILEAGE REPORTS	FE+3		FE+3			INCLUDES MILEAGE, FUEL/OIL CONSUMPTION, PASSENGERS CARRIED AND OTHER RELATED INFORMATION.	
5.6.007	7161	VEHICLE TITLES AND REGISTRATION	LA		LA				

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